#### REQUEST FOR INTEREST (RFI) NO REQUIRED SUBMISSION DATE

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#### 1.0 Community Centers Background Information

The Community Recreation Division within the Department of Family and Community Services manages 24 Community Centers located throughout the city of Albuquerque. Besides the traditional recreational programs that take place at the centers, many new and innovative programs are now part of the services offered for children, youth and adults at these facilities. Four Centers: Cesar Chavez, Los Duranes, Taylor Ranch and Thomas Bell, serve as senior meal sites. Select Community Centers are also available for various types of rentals, when not already booked or scheduled.

Gymnasiums, ceramic rooms, meeting rooms, kitchens, multipurpose activity rooms, computer labs, weight/fitness rooms, and restrooms with showers are some of the components found in the centers. Outdoor amenities vary from Center to Center and include combinations of play equipment, athletic fields, multipurpose courts and parks.

## **Current programs and services include:**

**Recreation** – Before school and after school recreation programs are offered at the Community Centers and various elementary schools throughout the school year. In addition, recreation programs are offered during winter and spring breaks and during the summer.

Therapeutic Recreation – Programs are offered for persons with and without disabilities, age 6 through adult. The program offers a variety of services that may include: art, leisure education, performing arts, gross motor activities, and games. The Loma Linda Community Center was remodeled to house the administrative offices for the Therapeutic Recreation program. The Center provides fully inclusive programs for youth and adults.

**Summer Lunch Program-** Offered at various locations throughout the city, this program provides free lunches and at some sites, free breakfasts, for children 1 - 18 years of age.

**Summer Recreation Jobs** – Beginning in March, the Division hires individuals, 16 years or older, to fill Recreation Leader or Recreation Specialist positions during the summer months.

## **Community Center Locations**

# **Alamosa Community Center**

6900 Gonzales Rd SW 87121

Coors and Bridge Phone: 836-8760 FAX: 836-8761

## **Barelas Community Center**

801 Barelas Rd. SW 87102 Atlantic & 8th Street Phone: 848-1343

FAX: 764-1536

#### **Cesar Chavez Community Center**

7505 Kathryn SE 87108 Louisiana & Kathryn Phone: 256-2680 FAX: 256-2686

#### **Dennis Chavez Community Center**

715 Kathryn SE 87102 Kathryn & Walter Phone: 848-1341 FAX: 764-9121

#### **Heights Community Center**

823 Buena Vista SE 87106 Coal & Buena Vista

Phone: 848-1334 FAX: 764-6827

### **Herman Sanchez Community Center**

Formerly East San Jose Community Center 1830 William SE 87102

Trumbull & William Phone: 848-1336 FAX: 764-1787

### **Holiday Park Center**

11710 Comanche NE 87111 Juan Tabo & Comanche

Phone: 291-6289 FAX: 291-6202

### Isshin Ryu Karate

1314 Gibson SE 87106 I-25 & Gibson

Phone: 764-1721 FAX: 244-6636

## **McKinley Community Center**

3401 Monroe NE 87110 Comanche & Monroe Phone: 888-8183 FAX: 880-2804

### **Mesa Verde Community Center**

7900 Marquette NE 87108 Marquette & Tennessee Phone: 256-2091

FAX: 256-2087

#### **Pat Hurley Center**

3928 Rincon NW 87105 Rincon & Bluewater Phone: 836-8810 FAX: 836-8813

#### **Singing Arrow Center**

13001 Singing Arrow SE 87123 Dorado & Singing Arrow

Phone: 291-6200 FAX: 291-6229

#### **Snow Park Center**

9501 Indian School NE 87112 Eubank & Indian School

Phone: 332-5250 FAX: 332-5252

# **Don Newton Community Center** (Taylor Ranch)

4900 Kachina NW 87120

Montano & Kachina Phone: 768-6006 FAX: 768-6009

#### **Thomas Bell Community Center**

3001 University SE 87106 University & Gibson Phone: 848-1332 FAX: 244-6632

#### Valle del Norte Community Center

1812 Candelaria NW 87105 Candelaria & Rio Grande

Phone: 342-1322 FAX: 342-1312

## **Jack Candelaria Community Center**

400 San Jose SE 87102 San Jose & Broadway Phone: 848-1325 (Center)

FAX: 244-6613

#### Jeanne Bellamah Center

11516 Summer NE 87112 Tomasita & Lomas Phone: 291-6253

FAX: 291-6273

# Loma Linda Community Center/Therapeutic Recreation Program

1700 Yale SE 87106 Yale & Gibson Phone: 764-1525 FAX: 764-1579

## **Los Duranes Community Center**

2920 Leopoldo NW 87104 Rio Grande & Rice

Phone: 848-1338 FAX: 764-1753

# **Wells Park Community Center**

500 Mountain Rd. NW 87102

5th & Mountain Phone: 848-1390 FAX: 848-1357

## **Westgate Community Center**

1400 Snow Vista SW 87121

98th & Benavides Phone: 836-8723 FAX: 836-8721

## **West Mesa Community Center**

5500 Glenrio NW 87105

Coors & Glenrio Phone: 836-3487 FAX: 836-3056

#### **Whittier Center**

1100 Quincy SE 87108 Kathryn & San Mateo Phone: 256-2093

FAX: 256-2018

## 2.0 Purpose of this RFI

A. In order to provide the activities needed to achieve its mission of working to improve the quality, delivery, and effectiveness of health, social, recreational, nutritional, educational, housing, and other human service programs, the Department of Family and Community Services, Community Center Division is seeking community minded instructors who are interested in sharing their art, craft or expertise with participants for no charge or at a minimal cost.

The services could include, but are not limited to:

Educational classes

Language classes

Lectures on travel, history or other interesting topics

Computer classes for all skill levels

Educational/social groups

Sports for both individuals and teams

Physical and recreational activities such as stretching, walking groups, weight lifting, martial arts and hiking

Arts and crafts such as quilting, painting, drawing, upholstery and pottery

Theater, music and dance classes for adults and children

Health and Wellness such as Yoga, Jazzercise, nutrition and other fitness programs Community oriented activities

Life skills such as financial planning or career enhancement

Hobby exploration Games such as card classes/tournaments and scrabble Entertainment such as dance classes, movies and concerts

- **B.** The Department of Family and Community Services is asking individuals interested in providing activities at the centers to submit a completed Instructor Interest Form. The following conditions apply:
  - 1. The prospective instructor (s) must be able to pass a criminal background check, the cost of which is paid by the instructor and reimbursed by the Department via a reduced room/space rental fee when a class begins (the background check is required only if your class proposal is accepted);
  - 2. Provide copies of valid licenses should the proposed activity require a state license or permit;
  - 3. Instructors may charge participants a reasonable/minimal activity/class fee;
  - 4. Instructors shall comply with all applicable tax laws including the New Mexico Gross Receipts Tax Act;
  - 5. Enter into a Facility Agreement with the Center and pay a small use fee depending on whether a fee is charged participants;
  - 6. There may be additional charges to the Instructor depending on the activity or the need for security;
  - 7. Be willing to conduct classes in any of the 24 Centers;
  - 8. Be willing to conduct classes in space available at the Centers with little to no alterations to the space;
  - 9. Centers will provide rooms, tables and chairs; storage is not available;
  - 10. Provide materials for the class without cost to the Centers; however, material costs may be charged to participants in addition to the class fee;
  - 11. Courses of instruction can not be for a period of more than 8 weeks;
  - 12. The instructor understands that during the Youth Summer Programs, classes may not be offered due to limited space with the increase in youth activities;
  - 13. Post Class Surveys will be conducted by the Centers. Quality of feedback will determine if the instructor will be asked to provide additional classes;
  - 14. Instructors must be willing to participate in marketing efforts;
  - 15. Periodically, Center activities may result in a class being cancelled or rescheduled and instructors must agree to this cancellation;

- 16. Classes can be cancelled by either party, with or without cause, with one week's written notice:
- 17. The City reserves the right to cancel or reschedule classes immediately in the case of an emergency;
- 18. Inappropriate behavior with staff or Center guests may result in class cancellation and/or the instructor's removal from the provider list;
- 19. Acknowledgement that the opportunity to provide services at a City Center does not in anyway imply employment; these are facility use agreements, making space available to instructors at a minimal fee;
- 20. Depending on space available, the Centers must have a minimum of two weeks preparation time prior to the requested start date;
- 21. The City may select multiple instructors in any given area of expertise;
- 22. City facilities are alcohol and tobacco free environments.
- **C.** Because Community Centers are built by the City to promote healthy communities, activities will be given priority as follows:
  - 1. Activities sponsored or provided by the Community Center staff and volunteers, including Senior Meals;
  - 2. Public community meetings by the City, other governmental entities and neighborhood associations;
  - 3. Services provided free to participants by other governmental entities, such as immunization clinics;
  - 4. Free or activities with a one-time supply charge, including, for example:
    - a. Non-profits providing a service to the community, such as free parenting groups,
    - b. Youth membership groups whose minimal fees pay for supplies and whose leader is not paid from fees,
    - c. Clubs for special interests, such as Buffalo Soldiers, bridge or quilting,
    - d. Open enrollment classes that are free to the community or where a onetime minimal fee covers the cost of supplies, such as computer workbooks or painting supplies;
  - 5. Activities and groups which charge higher fees;
  - 6. Activities not open to the public, including non-profits or other groups using the facility for its needs, such as staff meetings;

The City reserves the right to select activities conducted in City facilities.

## 3.0 Conditions Governing this RFI

## A. Sequence of Events

- **1. Release of RFI:** This RFI is being issued on October 9, 2006, by the City of Albuquerque, Department of Family and Community Services.
- **2. Instructor Interest Form**: The attached form (Exhibit A) must be completed to indicate a Respondent's interest in this project consistent with this RFI. The completed Instructor Interest Form may be returned to the Department of Family and Community Services, Community Recreation Division.

The Department recommends that Respondents hand deliver their Instructor Interest Form to:

City of Albuquerque
Department of Family and Community Services
Community Recreation Division
Attention: Jocelyn Rogers
700 Suite B Fourth Street SW
Albuquerque, New Mexico 87102

**3. Selection process:** The Instructor Interest Forms will be reviewed initially by City staff to determine if submission requirements have been met and requested information has been provided. Those Instructors meeting the requirements will be placed on a list that will be circulated to all Centers. Centers will contact Instructors directly for further information and scheduling as needed and appropriate.

## **B.** General Requirements

- 1. No Obligation: This RFI in no manner obligates the City of Albuquerque, or any of its departments, to pursue any contractual relationship with an entity that submits an application form. The City further reserves the right to cancel this RFI at any time when it is deemed to be in the best interest of the City.
- **2. Response Preparation Costs:** Any cost incurred in responding to this RFI is borne solely by the Respondent.

#### 4.0 Technical Assistance/Clarification

Questions may be directed to Jocelyn Rogers at 505-767-5834, during regular working hours.

## 5.0 Other Requirements and Assurances

Submitting the Instructor Interest Form indicates an understanding and willingness to comply with the conditions listed in 2.0.B. of this document.

#### **Attachments**

Instructor Interest Form User Assessment Fees Example

## **EXHIBIT A**

### INSTRUCTOR INTEREST FORM

The Department of Family and Community Services, Community Recreation Division is looking for quality classes with a broad appeal for all members of our community. All classes will be held at selected Community Centers throughout the City.

Instructor Name:	
MailingAddress:	
Telephone: (Daytime)	(Evening)
Email Address:	
Brief Class Description:	
	tudent:
Target Age Group:	
Class Size Minimum:	Class Size Maximum:
Preferred Length of Class (1 hour, 1.5 hou	urs, etc.):
Preferred Start Time of Class:	_Available Day(s) of Week:
Available Date(s) for Class:	
Total Number of Class Meetings:	
	et Up/Equipment Would You Need?
	Materials Fee:
	tructor qualifications (description of experience/education ubject), a course outline and a list of references that can be
Signature of Instructor/Service Provider	Date Signed
Signature of Center Supervisor/Contact	Date Signed

# ILLUSTRATIVE EXAMPLE OF SERVICE PROVIDER USER ASSESSMENT FEES FOR COMMUNITY CENTERS

## Usage fees are *not* charged to the service provider if:

- The activity is free to participants or
- A one-time minimal fee is charged to cover the cost of materials and supplies, and the service provider donates his or her time.

# Usage fees are charged to the service provider if:

 The service provider earns revenue from providing the service or the fee charged to participants is greater than the cost of materials and supplies.

Fees for room usage: New Fees Effective July 1, 2010. Fees below are old fees.

	Fee Payable Each Time a Room is Used <sup>1</sup>			
	Free or Minimal Tuition Activities	Activities Charging Higher Tuitions	One-Time Refundable Damage Deposit	Per Contract Non-Refundable Cleaning Fee
Classroom/ Meeting room	\$0	\$5	\$25	\$25
Game room	\$0	\$10	\$25	\$25
Gym	\$0	\$10	\$25	\$25
Computer lab	\$0	\$10	\$25	\$25
Multi-purpose room	\$0	\$5	\$25	\$25
Outdoor pavilions	\$0	\$10	\$25	\$25

<sup>1</sup>EXAMPLE: An instructor is charging a higher tuition and the class will meet 6 times in a Classroom/Meeting Room. Per use fee is \$5. The room will be used 6 times for a total usage fee of \$30. The fee will be initially reduced by the cost of the required background check. If the background check costs \$25, the usage fee for the course would be \$5. The fee for future courses with the same instructor in the same year with the same meeting times would be \$30 plus \$25 per contract non-refundable cleaning fee. Instructors that offer free or minimal tuition courses will have their non refundable cleaning deposit reduced by the cost of the background check.

# THE CITY RESERVES THE RIGHT TO DETERMINE FEES ON AN INDIVIDUAL BASIS

### Room:

Please review rooms before booking classes to determine size and set up of the room. Use of the kitchen costs \$5 per class in addition to room fees. Equipments and supplies are not provided by the City unless the program is sponsored by the Center.

### **Storage space:**

No storage space is available at Centers for the storage of the Service Provider's supplies and equipment.